

**Department of Historic Resources
Work Plan
October 2013-September 2014**

Overview

Mission: Put Virginia's History to Work

The Department of Historic Resources fosters, encourages, and supports the stewardship and use of Virginia's significant architectural, archaeological, and historic resources as valuable assets for the economic, educational and cultural benefit of citizens and communities

Agency Vision:

By 2016 and the 50th anniversary of both the National Historic Preservation Act and the Virginia Landmarks Commission, we envision Virginia as a place where public and private partners join hands as stewards of historic lands and landmarks, where people recycle buildings as routinely as they recycle cans and glass, and where DHR is recognized for its role in fulfilling the charge of Article XI of the Virginia Constitution to conserve, develop, and use historic sites and buildings for the benefit, enjoyment, and general welfare of the people of the Commonwealth,.

We envision a future for Virginia where historic places are recognized and managed as valuable and irreplaceable economic, cultural, and educational resources for the benefit of individual property owners, and for the communities in which we live, play, and work. We envision DHR as a nationally recognized conservation and customer service agency that provides both tools and leadership to inspire and assist property owners, developers, local governments and public agencies to ensure that Virginia's historic buildings, districts, sites and other historic properties are appropriately considered in public and private decisions and effectively conserved and used for the benefit of individuals and communities today and for many generations to come.

Agency Goals:

DHR's programs support a wide range of public and private efforts to make the most of irreplaceable historic resources that can and should benefit Virginia communities for generations to come.

Statewide Goals Advanced by DHR's Strategic Goals, Objectives and Strategies

- Elevate the levels of educational preparedness and attainment of our citizens.
- Be a national leader in the preservation and enhancement of our economy.
- Engage and inform citizens to ensure we serve their interests.
- Be recognized as the best-managed state in the nation.
- Protect, conserve and wisely develop our natural, historical and cultural resources.
- Ensure that Virginia has a transportation system that is safe, enables easy movement of people and goods, enhances the economy and improves our quality of life.

The goals listed above are statewide goals with many players, in which DHR plays a role, but is not the only or the lead agency. For example, ensuring that Virginia has a safe and effective transportation system is the responsibility of the Virginia Department of Transportation. However, VDOT cannot fulfill its responsibilities under both state and federal mandates unless DHR can also fulfill its responsibility to review and advise VDOT and FHWA as they consider

the effects of road projects on significant historic resources. DHR's federally mandated role means that the agency sees, and becomes involved with, virtually every highway project in the Commonwealth. Similarly, DHR is not generally viewed as an economic development agency, but its management of both state and federal historic rehabilitation tax credit programs impacts thousands of jobs and millions of dollars in economic reinvestment in Virginia communities every year. Thus, the goals above are listed because the DHR-specific goals listed below do not stand alone, but support the broader goals of the entire Commonwealth.

The Department is further guided by issues, challenges, and goals adopted as part of *Putting Virginia's History To Work—2010-2015: Virginia's Statewide Comprehensive Preservation Plan*. Goals and objectives from this plan and its predecessors have shaped agency actions for well over a decade. Each year the Department undertakes targeted strategies that address these goals and incorporate the comprehensive plan into the state's strategic planning and performance measurement process. In this year the Department's revised measures and strategies take into account the effects of the current economic climate and its effects on both the agency and the customers we serve. As a result, strategies focus on existing commitments and basic core programs. At the same time, we remain committed to our mission and goals—and to stretching our resources as we strive to meet challenging objectives.

Goal I: Integrate historic resources as a viable part of the environment for communities, organizations, and agencies at all levels well into the future.

For the Department this goal translates into one that sustains and supports communities, organizations, and agencies at all levels in their efforts to make historic resources a viable part of our environment well into the future

Goal II: Practice good stewardship of historic resources.

For the Department this goal translates into quality care and management and effective use of the information, records, and artifacts that the department holds in trust for the citizens of the Commonwealth as well as stewardship of Clermont Farm the only historic property owned by the Department.

Goal III: Get the word out about the value of historic resources in educational and economic success and the tools available to put those resources to work

Educational efforts run through all Department programs providing technical guidance and assistance that are a part of the Department's supportive role under Goal I. The Department partners with other organizations to provide training and education about state, federal, and local preservation tools, as well as telling the stories that demonstrate how historic places connect us with the people and events that have shaped our current world.

Agency's Objectives and Strategies for 2013-2014

Goal #1:

Integrate historic resources as a viable part of the environment for communities, organizations, and agencies at all levels well into the future.

Objective 1.01

To identify, evaluate and recognize historic resources as a source of information and encouragement available to property owners and other public and private decision-makers

Overall success toward objective 1.01 will be assessed through the following measures:

- Numbers of properties added to the DHR historic resource database (Biennial Target is +6800 by June 30, 2014, targeting +3400 in SFY2014)
- Number of properties/districts added to the Virginia Landmarks Register and/or National Register of Historic Places. (Target: 62 new listings in SFY 2014)
- Percentage new listings on the Virginia Landmarks Register and/or National Register of Historic Places that reflect Virginia's rich and diverse cultural heritage (Measure Target: 20% of total properties listed in SFY 2014.)

Survey

Architectural Survey	4800 properties added to inventory
Hectares (reconnaissance)	
Hectares (intensive)	
Archaeological Survey	450 sites added to inventory
Hectares (reconnaissance)	
Hectares (intensive)	

DHR will complete the development of V-CRIS and make it available to users as a replacement for DSS.

- Staff will provide frequent and regular training in the use of V-CRIS with priority given to DHR staff and consultants.
- The Survey Team, led by the Survey Coordinator, will make revisions to the *Guidelines for Conducting Historic Resources Survey in Virginia (Survey Manual)*, other agency documents and the website so that these materials take into account the implementation of V-CRIS.
- Staff will make presentations on V-CRIS and the revised manual in workshops and conferences.

Survey Team and Regional Offices will collectively:

- Coordinate with potential partners to conduct additional survey and related studies and manage to completion Cost Share projects selected for 2013-2014 funding by contract deadlines, so as to ensure that work is completed in a timely and quality manner in accordance with DHR standards and grant and register deadlines. Survey projects include:
CRPO: Violet Bank Historic District, City of Colonial Heights
NRPO: Winchester Historic District (Boundary Increase), City of Winchester
WRPO: Pittsylvania County Tobacco Barns Survey; Bedford County Agricultural Building Survey; Paxton Street Architectural Survey, City of Danville; Boone's Mill Historic District, Town of Boone's Mill, Franklin County
TRPO: Town of Surry Architectural Survey, Surry County; Mathews County Architectural Survey; King William County Architectural Survey
- Promote the need for historic resource surveys in localities where there is strong local interest and support and/or a critical need for survey and offer technical assistance in contracting with qualified consultants and managing survey projects for the localities. Strategies include use of website, electronic newsletters to local governments, power point

touting the benefits of local surveys, public presentations, direct help in designing priority survey projects and in completing cost share and CLG grant applications. Local governments targeted for survey promotion include:

CRPO: City of Lynchburg; Town of Dillwyn, Buckingham County, Campbell County

NRPO: Town of Stephens City

WRPO: City of Danville

TRPO: City of Virginia Beach; Tangier Island, Accomack County

- Work with student interns and in teams to do updated or new survey in small districts or for threatened properties. Targeted project: Tangier Island Historic District, Accomack County; Lovington Historic District, Nelson County; Prince Edward County Civil Rights Multiple Properties Documentation; Jackson Ward or Shockoe Valley Tobacco Historic Districts, City of Richmond; North Broad Street Historic District, City of Salem.
- Survey and Register Teams will continue to promote resurvey of historic districts listed on the registers before 1981. Targets include: Alexandria Historic District; Jackson Ward Historic District, Richmond, Shockoe Valley Historic District, Richmond
- Conduct limited surveys and field testing to promote professional interest in larger theme studies of significant resources, and better stewardship of specific sites, as follows:
CRPO: Rosenwald schools in the Capital Region, Tangier Island
NRPO: Complete or update electronic survey records for 15-20 historic Civil War earthworks in the NRPO service area.
WRPO: Continued architectural survey of threatened and under-documented sites throughout service area. Create at least 20 new electronic survey records and update at least 30 previous records for archaeological resources.
TRPO:
- Update survey level maps based on recently completed surveys and general population trends. Utilize these maps to identify focus areas for grant programs and technical support.

State and National Registers

Property Types	Projection
Districts (includes Amendments)-	22
Buildings-	35
Sites-	2
Structures-	0
Objects-	2
MPDs-	1

DHR will conduct 4 regular joint meetings of the Virginia State Review Board and the Virginia Board of Historic Resources, and a minimum of one board training session with an anticipated target of registering 62 properties, including all associated public and local government notification, public hearings for all historic districts, and posting nominations and meeting minutes on the agency website.

The following non-state-owned properties are anticipated for nomination (some may become final in the following annual cycle):

CRPO: Fry's Spring Historic District, Charlottesville; Brightwell's Mill Complex, Amherst Co.; Springhill Historic District, City of Richmond; Ginter Park Historic District (Boundary Increase), City of Richmond; Hermitage Road Warehouse Historic District; City of Richmond; John Mitchell House, City of Richmond; On the Hill, Mecklenburg County

NRPO: Arlington National Cemetery, Arlington County; Arlington House, Arlington County; Fort Myer Historic District (2013 Boundary Increase), Arlington County; Unitarian Universalist Church, Arlington County; Chapel Rural Historic District, Clarke Co; Rockland Rural Historic District, Warren County; The Plains Historic District, Fauquier Co.; Little River Rural Historic District, Fauquier Co.; Winchester Historic District (Amendment), City of Winchester
WRPO: Columbian Paper Mill, City of Bristol; Prices Fork Historic District, Montgomery County; Boones Mill Historic District, Franklin County; Mechanicsville Historic District, City of Danville
TRPO: Fort Monroe NHL update, City of Hampton; Woods Hill, City of Franklin; Williamston-Woodland Historic District, City of Norfolk; Cedar Grove Cemetery, City of Norfolk; Tangier Island Historic District, Accomack County

The interdisciplinary, interdivision Evaluation Team will convene approximately 24 biweekly meetings to evaluate properties/districts related to register nominations, project review, rehabilitation projects, and easements and will conduct additional Executive Evaluation Committee meetings as needed.

Richmond Register Office in cooperation with the entire register team will strengthen the nomination and notification process through the following actions:

- Organize and deliver a register training workshop for Board members, DHR staff and register consultants. Possible topics include: changes and updates in NPS National Register policies, forms, and photo guidelines; property owner, adjacent owner and local government notification procedures; expansion of existing historic district boundaries; moved buildings; statewide register priorities; Survey Manual updates incorporating the new V-CRIS survey procedures.
- Continue to revise program technical guidance documents in response to internal and external comments, with focus on the new V-CRIS survey procedures, PIFs, expanded historic district boundaries, inventories, mapping, and new NPS photographic documentation.

Clear backlog of nominations for state-owned properties and other properties listed on the state register but not yet submitted to the Keeper. Backlogged nominations for forwarding to the Keeper include:

CRPO: Ginter Park Historic District (Boundary Increase), City of Richmond; Pantops Farm, City of Charlottesville

NRPO: Broad Run/Little Georgetown Rural Historic District, Fauquier County

WRPO: None

TRPO: None

Richmond Register Office will fulfill commitments to partners and clients who are interested in NHL designation for the Moses Myers House, City of Norfolk, and will continue to advise NPS in the development of a draft NHL nomination for: Battleship USS Wisconsin, Norfolk; Arlington National Cemetery, Arlington County; Masonic Hall, City of Richmond

Objective 1.02

To increase the protection and/or rehabilitation and reuse of historic properties for economic, social and community benefits

Overall success toward objective 1.02 will be assessed through the following measures:

- **Number of historic rehabilitation projects completed and certified by DHR (Target: ≥150 in SFY 2014)**
- **Amount of private dollars invested in historic rehabilitation projects leveraged through state tax credits (Target: ≥\$200 million)**
- **Total number of easements conserving historic resources (Target: +10)**
- **Percentage of properties under easement that are monitored by DHR staff (Target: 30%)**
- **Percentage of state and federal projects reviewed within 30 days of receiving completed documentation (Target ≥90%)**

Strategies for Objective 1.02

State and Federal Rehabilitation Tax Credits

Projected FY2013-14 Statistics:

	Federal	State
Part 1	100	150
Part 2	100	150
Part 3	120	125

DPI staff will encourage the use of rehabilitation tax credits and provide quality customer service and accurate review of applications. Toward that end DPI will:

- Finalize proposed revisions to Historic Rehabilitation Tax Credit program regulations, publish proposed regulatory revisions for public comment, consider comments and promulgate revised regulations.
- Continue to consult with a working group of CPAs that possess experience in the certification of tax credit projects, the Virginia Society of CPAs, the Auditor of Public Accounts, and tax credit program participants to draft and adopt procedures and issue guidance detailing the process for verification of rehabilitation expenditures and setting forth a format for such reporting.
- Revise tax credit application forms to comply with regulatory revisions; applications will include additional tracking information (e.g. email address, LEED certification level) and enhanced attestations by the applicant to certify that the project has been accomplished according to the program regulations and representations made in applications.
- Conduct physical inspections of all completed projects to ensure that the completed work complies with the approved scope of rehabilitation, as described in the Part 2 application, and is consistent with the documentation submitted with the Part 3 application, "Request for Certification of Completed Work." Experts from the Department of General Services will accompany tax credit staff on the inspections, as may be necessary to evaluate the work conducted in relation to the expenses claimed.
- Provide training to Regional Office staff so that they can conduct physical inspections and photograph completed tax credit projects in their respective regions when requested by DPI staff.

- Hold monthly “Open House” meetings with property owners and their historic preservation consultants and architects, in order to provide informal guidance on application process and appropriate rehabilitation treatment.
- Tax credit staff will update the existing PowerPoint presentations, as necessary, and conduct one to two informational meetings to describe the tax credit program and application process, and answer specific questions about appropriate historic preservation treatment measures. Target: Petersburg
- When appropriate, tax credit staff will seek to meet individually with developers, architects, and consultants whose projects repeatedly fail to meet the Secretary of the Interior’s Standards for Rehabilitation, in order to discuss appropriate historic preservation treatment and consultation with DHR tax credit staff.
- Tax credit staff will meet with consultants, architects, developers, and others to discuss process enhancements and regulatory revisions for program.
- Pursue one staff professional development opportunity, as is cost-beneficial for the Department; this may be accomplished through webinars and attending educational and training sessions held in the Richmond area or elsewhere as funds are available.
- DPI will provide monthly reports to the Department of Taxation detailing the certification of Part 3 applications.
- DPI will work with the Virginia Center for Urban Development & Economic Development at VCU to update Economic Impact Study for tax credit program, and publicize results of report.
- DPI will collaborate with NPS to schedule regular meetings and site visits to projects.
- Complete business requirements for new tax credit database in preparation for the development of a new database to replace the existing.

Easements

	Projections
New Easements	12
Easement Inspections	176

DPI/Easement Program will work proactively to develop and enhance the relationships with easement property owners, meet the extensive stewardship responsibilities, improve the administration of the program, and work with grant recipients and property owners to develop historic preservation easements that appropriately protect historic resources.

DPI/Easement Program will focus on activities that promote the easement program and support the education of easement property owners and the general public.

- Workshops/conferences: Conduct or participate in two workshops, events or conferences per fiscal year.
- Public education/response: Respond to inquiries about the easement program within five business days of receipt.
- Newsletter: Publish four newsletters per fiscal year (quarterly), providing technical assistance and program and DHR updates.
- Program literature: Update and enhance program literature and standard informational packet two times per fiscal year, or more frequently as necessary, to reflect current policies, program requirements, and procedures.

- Program website presence: Participate in agency website committee to improve the content about the easement program on DHR's website; evaluate how the website could be better utilized as a resource and educational tool for property owners and the general public.
- Program promotion: In partnership with other DHR staff and allied organizations, DPI/Easement Program will provide support in the development of promotional material and content, possibly a video, highlighting the importance of the easement program in protecting the wide range of historic resources in Virginia, and the voluntary nature of the easement donations, that can be posted on DHR's website and printed in-house in small quantities.

DPI/Easement Program will work proactively with property owners to permanently and appropriately protect their historic properties through perpetual easement, in support of the agency's mission. This work also furthers the Governor's goal of protecting an additional 400,000 acres through conservation (historic preservation) easements.

- New easements –Negotiate and record at least 12 new easements per fiscal year. These may include voluntary donation, donation in part, and those conveyances required by the terms of preservation or conservation grants (American Battlefield Protection Program, Virginia Civil War Sites Preservation Grant, Virginia Land Conservation Foundation, Land and Water Conservation Fund, etc.)
- Coordination with Office of the Attorney General: Provide revised architectural easement template to OAG for review. Work with OAG to define their role in easement development and negotiation, and provide training for OAG staff involved in easement review.
- Application form: Revise Easement Application Form to clarify program requirements and deadlines.

DPI/Easement Program will partner with property owners, and take other action if necessary, to ensure the appropriate stewardship of properties protected by historic preservation easements.

- Project review: Respond to all requests for review within 30 days of receipt.
- Develop sustainable internship program – Explore potential internship program utilizing historic preservation (or closely allied field) graduate students for monitoring of easement properties. Investigate opportunity to hire student intern to assist with file maintenance and documentation.
- Property inspections: Complete process of bringing all properties up to current documentation standards. If program assistants are hired, conduct monitoring visits to approximately 30% (170) of easement properties that exist on July 1, 2013.
- Regional office participation: Work with regional office director and staff to assist in easement property stewardship, which may include technical assistance, monitoring visits, and property owner outreach. DPI will provide training, as needed, to regional office staff in how to conduct easements inspections. Target: 5-10 per region.
- Violations (tracking and resolution): Track all violations, differentiating between technical, minor, willful, and major and reporting on progress toward resolution. Draft a biannual summary document for presentation to Deputy Director for Preservation Programs.
- Enforcement: Update policies and procedures to reflect current conditions. Identify potential sources for funding to address emergency response to major violations.

DPI/Easement Program will continue to evaluate and improve program administration, for the benefit of the public, property owners, and DHR.

- Site inspections: Review and revise internal policies and procedures for baseline documentation and annual stewardship to reflect current best practices and programmatic requirements for conducting monitoring visits.
- Tracking documents: Maintain and regularly update existing documents. Develop document for tracking easement transfers, amendments, assignments, etc.
- Complete business requirements for new easement database in preparation for the development of a new database.
- Electronic and paper file management: Continue to update paper files to reflect current file management protocol. Continue to update electronic files for consistency, completeness, and currency.
- Program policies and procedures: Ensure that program requirements and administration comply with existing policies and procedures. Review and amend existing policies and procedures to reflect current historic preservation and conservation best practices and law. In particular, review and revise as necessary the existing policies and procedures for donation requirements, appraisal review, applications, and draft a new policy to address photographic requirements.
- Template revision: In consultation with OAG and expert partners within the historic preservation and conservation fields, revise architectural easement template and begin development of a template to serve archaeological resources. Work with battlefield conservation partners on revised battlefield template.
- Board training: Present 4 to 6 hours of training about the easement program to the Board of Historic Resources, if a special board retreat is planned or if the business meeting agenda will allow time.

DPI/Easement Program will set battlefield protection and stewardship as a high priority for the fiscal year.

- Battlefield grant workshop: Guide and oversee development of a battlefield workshop funded by 2012 ABPP grant. Work with DHR's administrative staff to facilitate aspects of the grant.
- VOF battlefield easement assignment: Continue to work with VOF stewardship staff to transfer battlefield easements into VBHR ownership. Work with relevant battlefield property owners to amend existing easement documents in order to bring them up to current DHR standards. Complete baseline documentation reports for all assigned properties.
- Develop specific policies and/or procedures to address battlefield resources; subjects include 1) easement offers for unlisted (or ineligible) properties; 2) treatment of archaeological sites and archaeological potential; 3) treatment of buildings/structures that pre- or post-date the engagement; 4) separate acceptance policy for wartime resources.

Project Review

DRC will review state and federal projects under environmental and preservation laws with an anticipated review/consultation caseload as shown in Chart 4 (below):

Action Type	Projection
Properties meeting NR criteria for which a written eligibility opinion is provided (3)	100
Properties not meeting NR criteria for which a written eligibility opinion is provided (4B)	600

Findings of "No Properties" and/or "No Effect" on which written opinions are provided (4A)	1300
Findings of "Effect" on which written opinions are provided (5A1, 5A2, & 8)	700
MOA (5A3)	20
Programmatic Agreement (5A4)	10
Technical Assistance	400
Adverse Effect	30

DRC will review and/or issue and monitor state permits:

Permit type	Projection
Burial permits	4
State Lands (archaeology) permits	5
Cave Permits (reviewed)	1
Underwater Permits (reviewed)	3

DHR will undertake a review of the burial regulations, the permit application and web guidance with the goal of making improvements and refinements that more clearly communicate the goals and process of the permit program with the goal of ensuring the appropriate stewardship of human remains.

DRC will continue to expand the use of ePIX in order to more efficiently and expeditiously review projects by:

- Continuing the transition from hard copy project submissions to the required use of ePIX by identifying high-volume target agencies and developing individual implementation plans.
- Providing written guidance and training to facilitate staff and customer use of ePIX.

DRC, in cooperation with federal and other state agencies, will encourage the utilization of smart growth principles to promote good stewardship of natural and historic resources and to support open space preservation by:

- Working with FHWA and VDOT on the Buckland / Regional Study of Prince William and Loudoun counties to ensure that historic landscapes and rural properties are appropriately considered through identification, evaluation of their eligibility to the National Register of Historic Places and Virginia Landmarks Register, and development of road design standards and guidelines and other strategies that are sensitive to historic resources and that reduce and/or avoid adverse effects.
- Encouraging the protection of historic properties and their associated settings and landscapes through deed restrictions, preservation covenants, conservation easements, and other legally enforceable mechanisms that are included as mitigation measures in a minimum of one (1) Memorandum of Agreement /Programmatic Agreement.

DRC will develop a minimum of five (5) state or federal agency-specific operating protocols, programmatic agreements, or programmatic exclusions to streamline the review process and to support state wide goals of improving transportation, safeguarding the environment, supporting

the military, supporting local and regional economies, and efficiencies in state and local government. Priorities include:

- USDA - Rural Development
- Fort Belvoir Historic Resources Management Plan and Routine Activities
- Defense Supply Center Richmond
- Arlington National Cemetery Routine Operations and Maintenance
- Army National Guard
- VDOT/FHWA/TVA/Corps Federal Programmatic Agreement
- VDOT State Programmatic Agreement
- Army Corps of Engineers Federal PA
- Army Corps of Engineers FUDS

DRC will explore with entitlement communities the need and capacity to develop and comply with programmatic agreements to streamline the review of HUD-funded projects.

DRC will develop a minimum of one (1) project-specific programmatic agreement or standard operating procedure for individual projects funded under HUD's CDBG program.

DRC, in cooperation with VDOT, will develop efficiencies to streamline the review process, educate local partners, and decrease DHR response time for transportation projects through:

- Regular interagency meetings
- Explore ways to improve the coordination of enhancement projects
- Local government training

DHR, under the terms of the Programmatic Agreement and state level Memorandum of Understanding, will support the Army, the Fort Monroe Authority (FMA), the City of Hampton and other agencies of the Commonwealth in the redevelopment and environmental clean-up of Fort Monroe.

In an effort to streamline coordination with key federal partners and promote a culture of cooperation, DRC will meet monthly with the HUD and the Army Corps of Engineers.

DRC will provide targeted training in the Section 106 process and consultation procedures to enhance relationships and to achieve efficiencies in review. Targets include:

- HUD
- National Park Service
- Navy – Yorktown Naval Weapons Station
- Army Corps of Engineers (Regulatory & FUDS)
- Rural Development (contingent on the execution of a state-level PA)

DRC will seek professional development opportunities for staff to enhance their skills and depth of knowledge concerning specific aspects of the 106 process by continuing to partner with NPI to provide training opportunities in Virginia.

Civil War Battlefield Protection

DHR will administer a program of grants competitively awarded to non-profit organizations for the specific purpose of purchasing significant Civil War battlefield lands or interests in those

lands, donating a perpetual easement to the Commonwealth and managing those lands for long-term conservation, education, and tourism purposes.

- Review applications and make awards from a combination of General Fund and bond moneys for projects that meet the eligibility requirements in Code of Virginia 10.1-2202.4.
- Monitor those grant funded projects to completion
- Work actively with project applicants to ensure that all projects result in easements that meet DHR standards.
- Manage all funds to ensure that the funds are spent including re-evaluation and redistribution should any projects come in under budget and/or fail to proceed with the fiscal year.
- Call for additional applications for unawarded or reclaimed funds as needed.
- Review/update criteria and issue a call for applications for 2014 grant awards based on the outcome of the 2014 General Assembly session.

Comprehensive Planning

DHR will continue implementation of the 2010-2015 Statewide Comprehensive Preservation Plan, incorporating the broader perspective, goals, and objectives of this plan into state mandated strategic planning and annual planning efforts.

DHR anticipates beginning efforts to update and revise the Statewide Comprehensive Preservation Plan during FFY 14 with a targeted submission to NPS by April 2015 and final publication by October 2015.

DHR will work to foster stewardship of the Commonwealth's submerged historic resources through training, improved data management, archaeological recovery, and guidance to support VMRC's permitting program. (DRC, DSA, Archives, VMRC).

- Continue to partner with the Smithsonian Institution and Game and Inland Fisheries to record highly significant archaeological sites on a barrier island on the Eastern Shore that are threatened by natural forces.

DHR through the CSD and in partnership with other public and private agencies will provide stewardship guidance and training to local governments, historical societies, not for profit organizations, student interns, and historic property owners.

Priorities for 2013-2014 include:

- In cooperation with Preservation Virginia, Virginia CLGs, the National Alliance of Preservation Commissions and the Tusculum Institute, develop and implement a sustainable strategy for delivering an annual training and certification program for Virginia architectural review board members and preservation commissioners to be held at the annual Preservation Virginia Conference or at a more suitable venue.
- DHR will administer a program of grants competitively awarded to non-profit organizations for the specific purpose of purchasing significant Civil War battlefield lands or interests in those lands, donating a perpetual easement to the Commonwealth and managing those lands for long-term conservation, education, and tourism purposes.
- In cooperation with NPS and the Civil War Trust, and with a grant awarded to DHR by the American Battlefield Protection Program (ABPP), develop a training program to promote the creation of battlefield friends groups for battlefields that lack support partners.

- Provide internship opportunities to Virginia undergraduate and graduate students majoring in history, public history, historic preservation, and closely related fields. Internships will include an emphasis on developing historic contexts for recent past (1945-1980) resources and to provide DHR staff and the public with research tools for identifying, evaluating, and registering historic properties from this period. Also University of Virginia students under DHR supervision will produce a survey and nomination update of the Lovington Historic District, Nelson County, which was listed on the registers in 2005, and an architectural survey of a proposed Dillwyn Historic District in the Town of Dillwyn, Buckingham County.

Certified Local Governments

	Projection
Number of Local Governments Newly Certified During Fiscal Year	1
Number of CLGs Evaluated	6
Number of CLGs Decertified	0

DHR will manage the following 2013-2014 CLG grants for successful closeout by September 30, 2014:

CRPO: Pierce Street Historic District Nomination, City of Lynchburg

NRPO : Unitarian Universalist Church Nomination, Arlington County; Town of Stephens City Historic District signage; Third Battle of Winchester interpretive signage, City of Winchester; Winchester Historic District (Update and Amendment), City of Winchester;

WRPO: Architectural Review Board Training at Preservation Virginia Conference, City of Roanoke; City of Roanoke Preservation Education Curriculum project; Town of Abingdon Preservation Plan update; Mechanicsville Historic District Survey and Nomination, City of Danville

CLG Coordinator will review priorities, solicit, and appoint a team to review applications, and select projects for 2014-2015 awards.

CLG Coordinator will update files on all CLGs and evaluate the status of six CLGs (selection to be determined in consultation with CLGs and regional offices). Likely targets include:

TRPO: Town of Cape Charles, Northampton Co.

WRPO: Town of Blacksburg, Montgomery Co.

NRPO: City of Alexandria; Arlington County; City of Fredericksburg; and Prince William County

CLG Coordinator will maintain the CLG listserv; do research and compile data, as requested by CLGs; and keep CLGs informed of training and grant opportunities.

CLG Coordinator and Regional Offices will promote the CLG program among non-CLG localities and train DHR staff on the full benefits of CLG designation. Targets include:

CRPO: Chesterfield County

WRPO: City of Lexington

TRPO: City of Virginia Beach; Gloucester County

NRPO: Fauquier County

CLG Coordinator will manage the two covenants--Hanover Courthouse, Hanover County, and Gadsby Tavern Ice Well, City of Alexandria—for the next four years. These localities received CLG funding for rehabilitation of said properties in 2011-12.

Archaeology (State Only)

(Archaeological resources and activities are included in most other sections as well)

The Division of State Archaeology (DSA) will:

- Work with the Archaeological Conservancy to provide a minimum of 2 site numbers and locations for consideration for purchase by the Archaeological Conservancy (target 2 properties);
- Develop and implement plan to contend with sea level rise and severe storms/tidal surges and the destruction of archaeological resources;
- Direct the archaeological portion of the NPS Hurricane Sandy grant to Virginia should it be successful;
- In partnership with USDA-Forest Service PIT, ASV, and COVA, develop a plan for the excavation of a threatened site on the Eastern Shore or on the Chesapeake Bay and/or the archaeological survey of portions of the Eastern Shore;
- Develop targeted program for countering destruction of archaeological resources by uncontrolled metal detecting;
- Direct and implement 2013-2014 Threatened Sites Program; arrange TS Committee meetings, develop and finalize TS agreements with consultants, monitor progress, make site visits as needed, review final products, and approve payments. Solicit Threatened Sites project proposals and recommend priority projects for DHR funding in 2013-2014 and 2014-2015, in consultation with regional office archaeologists, COVA, and ASV. Projects include:
 - Introduction of Maize through stable isotope analysis of material from Prince George County;
 - Fort Albion, 1812 Fort, Accomack County;
 - Stubblefield Site artifact analysis, Gloucester County;
 - Church Point Grave yard side scanning sonar, Virginia Beach;
 - South Jones Cove test excavations, Northampton County;
 - Accomack County survey.

Objective 1.03

To improve the maintenance and operation of historic attractions and museums through restoration, rehabilitation, or educational projects

DHR Division of State Archaeology (DSA) staff will provide leadership and services designed to enhance management, research, and interpretation through continued monitoring of archaeological collections held by other institutions statewide.

- Create a protocol for the use of the handheld XRF unit by or for non-DHR researchers which should include: health and safety, invoicing, transportation of equipment, legal responsibilities of results, etc.
- Encourage compliance with DHR collection care and management guidelines/policies by state agencies, CRM firms, and other organizations.

- Create a policy for the use of DHR conservator's time and expertise to provide conservation treatment for other state agencies and heritage tourism sites.
- Work with COVA Collections Committee to improve collections management statewide:
 - Continue to collect information detailing collections held by institutions and organizations throughout the state. The resulting comprehensive, relational database will be used as a state-wide inventory of Virginia's archaeological collections.
 - Continue to work with the Committee to evaluate the forms which assess collections management practices.

DSA will:

- Continue to provide advice and guidance to Battersea Foundation, Clermont Farm, and Jamestown Yorktown Foundation on the management and interpretation of historic resources
- Continue to provide support and/or objects to 10 small museums and other venues for collections-based exhibits and interpretive programs in their facility. This will advertise our resources and encourage other organizations to use them. Current loan agreements and support requests include: Jamestown/Yorktown Foundation, Smithsonian, Virginia Historical Society (VHS), Brunswick County, Gloucester County, Hampton History Museum, Lynchburg Museums, Prince George County, Wolf Creek Indian Village and Museum, Crab Orchard Museum, Sweet Briar College, Valentine History Center, and Halifax County Historical Society.
- Provide technical assistance to VHS as they update *Story of Virginia* gallery, which exhibits chiefly DHR artifacts in Pre-Powhatan Gallery.

Strategies for Objective 1.03

State Historic Preservation Grants

Manage the state historic preservation grants program, providing information and technical assistance as required.

- Administrative Services Division will submit applications received for state funding (pursuant to 10.1-2213) to money committee staff and DPB in line with established procedure. Note: This program has not been funded by the General Assembly for the past three years and funding is not anticipated in SFY 2013 or 2014.

DHR will manage the General Assembly-funded repairs to the historic Jamestown Church steeple, ensuring that work meets the Secretary of the Interior's Standards and is completed and funds dispersed by June 2014 (DPP).

Objective 1.04

To advance state leadership by example in the stewardship of state-owned historic properties

Overall success toward objective 1.04 will be assessed through the following measures:

- **Number of State-owned historic properties added to the Virginia Landmarks Register (Target: +5)**

- **Number of state-owned properties considered for preservation purposes, placed under treatment or management agreements (Target: +4)**

Strategies for Objective 1.04

DHR will continue to provide leadership, technical expertise and guidance to help state agencies improve stewardship of state-owned historic properties. Strategies toward this end may include such things as:

- Assist state agencies to list eligible properties on the Virginia Landmarks Register.
- Encourage agencies to prepare treatment plans, historic structure reports and preservation master plans to guide stewardship.
- Offer training for targeted agencies on historic preservation issues such as *The Secretary of the Interior's Standards for Rehabilitation*, other issues concerning treatment, sustainability, and historic cemeteries.
- Develop a web-based "Best Practices" handbook for state agencies that in addition to providing preservation guidance, would link to reference materials that include "goo, better, best" treatment guidance for state agencies.
- Improve communication with state agencies through the use of regular email communications.
- Meet with facilities managers in order to brief them on the purpose and goals of the reports. Special emphasis should be given to properties included in the *2013 Biennial Report on the Stewardship of State-Owned Historic Properties* as a high priority due to their historic significance or perceived threat.
- Offer Time Crime training sessions and online to educate agencies about the damage done to archaeological resources on state-owned properties by illegal artifact collecting.
- Encourage DHR staff to pursue accreditation as LEED Green Associates. The credential denotes basic knowledge of green design, construction, and operations.
- Partner with land-holding state agencies to identify and evaluate their Civil War-related resources. Such resources could include, but are not limited to battlefields, cemeteries, and buildings used as headquarters, field hospitals, and so on.
- Encourage state agencies to use the state's highway marker program as a tool to celebrate the rich and diverse history of the Commonwealth.
- Encourage state agencies to submit projects for review to DHR using the new Electronic Project Information Exchange (ePIX) system that fully digitizes the review of state projects.
- Encourage state agencies to utilize DHR's new online archive database – V-CRIS – for recording their historic resources.
- Continue to play a leadership role in preparing for the transfer of Fort Monroe in 2013. Although much of what is included as requirements in the PA are complete, some important deliverables are still pending. DHR recommends that provisions be made for these deliverables as soon as possible.
- DHR staff will continue to pursue listing of the following state-owned properties:
 - University of Mary Washington Historic District (majority of campus).
 - Virginia Polytechnic Institute and State University (campus historic district and/or War Memorial Chapel, President's House)
 - Lane Hall, Virginia Polytechnic Institute and State University
 - James Madison University Historic District
 - College of William and Mary (campus historic district and/or Sunken Garden)
 - Virginia State University Historic District (historic core of campus).
 - Summerseat, Virginia State University
 - Cemetery, University of Virginia (including Confederate section)
 - Kitty Foster Archaeological Site, University of Virginia

- Campbell School of Architecture, University of Virginia
- Confederate Fortification in Chesapeake, Virginia Department of Transportation
- Staunton River Battlefield State Park, Department of Conservation and Recreation
- Pocahontas State Park, Department of Conservation and Recreation
- Robinson House, city of Richmond
- Taskinas Archaeological Site, York River State Park
- Camp Pendleton Historic District, City of Virginia Beach
- Barrett Juvenile Correctional Center, Hanover County

Work with state land-owning agencies to determine the eligibility of at least 10 significant state-owned historic properties and encourage the agencies to nominate them to the state and national registers.

Goal #2:

Practice good stewardship, including good care and management and effective use of the information, records, and artifacts that the department holds in trust for the citizens of the Commonwealth

Objective 2.01

To improve the high quality, quantity, and use of historic resource inventory products, and services

Overall success toward objective 2.01 will be assessed through the following measures:

- **Number of customers conducting research in the DHR archives or using DHR research services (Target: ≥3500)**

DHR Archives Staff will focus on the following tasks related to the operations of the Archives:

- Make historic resource survey records available through onsite research and archives search services to an expected 4,000 users.
- Process and accession in a timely fashion an expected intake of 3,000 new survey records and 250 cultural resource management reports, plus incorporation of several thousand pieces of correspondence, newspaper articles, etc. into existing property files.
- Continue to implement plans to alleviate DHR record storage issues in response to reality that archives survey records collection is nearing capacity in current space.
- Utilize interns for data enrichment projects for architectural and archaeological records in the V-CRIS, using hard copy materials on file.
- Train archives assistant to post materials to DHR public website, and assist agency webmaster in maintaining archived National Register nomination PDFs on the site.
- Post redacted versions of archaeological nominations to the public website.
- Utilize enhanced querying abilities in V-CRIS to locate artifacts for analysis using DHR's portable X-Ray fluorescence (pXRF) equipment.

Objective 2.02

To enhance the accessibility of historic property records both on-site and online while maintaining a high level of care and security

Strategies for Objective 2.02

DHR Archives Staff will focus on the following tasks related to the management of the Virginia Cultural Resources Information System/V-CRIS:

- Work to enhance and finalize the new V-CRIS online database system that superseded the recently retired Data Sharing System/DSS.
- Continue cleanup of architectural records within the current DSS data management system, and in the new data management system; merge records of individually recorded properties that are also recorded as contributing historic district resources with target date extended into SFY2014.
- Refine mechanism to record and symbolize unverified resources, such as locations identified through historic research and not field-verified, with target date of SFY2015.
- Continue cleanup of the architectural inventory to obtain needed DSS and supporting materials from consultants for resources that have been issued file numbers in prior years.
- Continue verifying and updating current digitized mapping layers in DHR's geodatabase (GIS) to ensure an accurate base line, with a target date for completion of Architectural resources by the end of SFY2014.
- Focus on increasing the quality and consistency of new archives materials by working with regional staff and external users to increase understanding of DHR standards and guidelines, including technical assistance in the form of information sessions, individual trainings, and web-based materials.
- Continue verifying and updating newly created Tertiary Architectural resources digitized mapping layer in the agency's geodatabase.
- Archives and survey staff will utilize data sets, such as census records, to update the state-wide survey assessment.

Archives staff will continue enhancement of agency GIS systems:

- Continue to add newly recorded historic resources to the GIS, and continue to amend re-evaluated boundaries with uploads into the DSS occurring on a weekly basis.
- Continue working with volunteers and interns to maintain Phase I archaeological survey layer in the geodatabase.
- Create GIS layers specific to submerged cultural resources and sensitive areas for potential submerged sites, with target date of SFY2015.

Objective 2.03

Maintain and manage the state's archaeological collections of approximately 6.5 million objects, and associated records

Overall success toward objective 2.02 will be assessed through the following measures:

- **Number of new archaeological collections curated under appropriate management standards at DHR (Measure Baseline: 30 in SFY 2012; 30 in FY 2013 and 2014)**

- **Percentage of incoming and outgoing objects and collections tracked through Collections Transactions Database (Measure Baseline: 100% within 90 days)**

State Archaeologist and Archaeological Collections Staff will:

- Develop and implement digital collection cataloging system;
- Re-establish low relative humidity in DHR storage area for iron archaeological artifacts identified as highest preservation priority.
- Integrate approximately 90% of all archaeological collections acquired from CRM firms and other sources within 3 months of their arrival.
- Catalogue and care for the collections with the assistance of volunteers and interns, curate artifacts from Pitts neck Plantation.
- With aid of volunteers, complete report on Pitts neck Plantation.
- Complete the analysis of the radiocarbon dates for Pitts Neck Plantation and present results at annual ASV meeting.
- Provide conservation support for collections including out-going and in-coming condition assessments and technical support to at least 10 institutions.
- Continue programmatic/comprehensive preventive conservation program for collections held by DHR. Monitor collections' environment with goal of decreasing incidence of insect pests and improving stability of temperature and humidity. Improve housing of 5 collections.
- Improve overall understanding of exhibitry and potential of DHR Collection.
- Work closely with VHS on their new exhibit *Story of Virginia*. Provide guidance on the pre-Powhatan Gallery, DHR space with more recent topics as appropriate.
- Continue to investigate sources of outside funding for treating metals in DHR collections; possible sources.
- Continue to investigate outside sources of funding to replace current database management of archaeological records, artifacts and conservation records.
- Continue the DSA volunteer program and make it available to ASV and ASV Certification Participants, volunteer/interns, graduate and undergraduate students, and general public. Conduct 50 sessions with a goal of involving 100 volunteer days.
- Provide a week-long Lab Session at DHR with artifact practicums and with expert lectures on Basic Laboratory Procedures, Archaeology as Anthropology, Prehistoric Ceramics, Historic Ceramics, Historic Glass, Historic Metals, Lithics, and Ethnozoology (as requested).
- Continue to implement written policy and procedures that ensure database and paper records are integrated into an effective collections management system, filling any documentation gaps as needed and including processes to:
 - Reconcile annually on a sampling basis the relevant databases to items in the collection.
 - Continue to review and clarify records of ownership, taking steps to determine ownership where this is not recorded and/or to claim 'orphaned' collections in accordance with the authority provided in Code of Virginia §55-210-35 through 38.
 - Continue to review all current loans, updating agreements as needed, and devising and implementing a system and schedule for regularly monitoring the status of loans.
- Collaborate with agency's Administrative Director in an annual evaluation of compliance with GASB 34, ensuring that the exception is met.
- Continue to conduct Study Collection survey to document artifacts, manufacturing technology, current condition, and the history of conservation intervention.
- Continue to enhance the Artifact Inventory, NAGPRA and Conservation databases to include additional data, images and tracking fields to better answer customer service questions regarding DHR artifacts and type collections

Objective 2.04 Analyze and rebury human remains in DHR's care.

Overall success toward objective 2.03 will be assessed through the following measures:

- **Percentage of human remains held in DHR care analyzed prior to reburial or other disposition (Baseline Measure 0%; Target: 100% by 2015)**
- **Percentage of human remains for which disposition/reburial plans and consultation have been completed (Baseline Measure 0%; Target: 100% by 2015)**

The State Archaeologist and the Burial Permit Coordinator will implement the current plan to rebury or determine final disposition of all human remains in DHR's care. This plan will include strategies and a timetable to:

- Consult with tribal leaders, family descendants, and other appropriate associated persons and organizations and the NAGPRA on locations and procedures for reburial or other long-term disposition.
- Determine responsible party for Kingsmill material, develop agreement with Smithsonian Institution, with AG office approval, and convey ownership to Smithsonian of non-Native American material from College Landing and Jordan's Journey.
- Maintain NAGPRA and Funerary Artifacts databases to record associated funerary artifacts with human remains currently in DHR disposition in anticipation of future transfer of human remains and associated artifacts to pertinent groups.

Objective 2.05 Promote the use of DHR's uniquely comprehensive collections for research and interpretation.

Overall success toward objective 2.05 will be assessed through the following measures:

- **Number of loans of collections (Baseline Measure: 15 loans).**
- **Number of researchers using DHR collections in DHR facilities (Baseline Measure: 30).**
- **Number of museums provided support (Baseline Measure: 20)**
- **Percentage of loans made as per request by signed agreement (Measure Target: 100% of those making the request via signed agreement).**
- **Percentage of researchers requesting to use DSA collections at DHR (Measure Target: 100% of those making request as deemed appropriate by Collections Committee).**
- **Percentage of museums requesting support (Measure Target: 100% of those requesting support).**

The Division of State Archaeology will:

- Provide access to DHR collections and advertise their potential for research and interpretation.
- Contact universities with potential topics for dissertations, theses, and senior papers based on DHR collections.
- Continue series of public lectures focused on DHR collections, research, and care.
- Advertise availability of archaeological collections held by DHR to scholars, professional archaeologists, museum professionals and historical societies. Annual goal of contacting 10 individuals/groups.

- Provide access and space to work for researchers using DHR collections. Annual goals of 5 loans of collections for research, tracked on outgoing transactions database, and 40 researchers using collections study room, tracked on sign-in sheet.
- Track day-by-day use of collections and Collections Section facilities by recording number and purpose of visitors to offices, lab, and study collections room.
- Update section resources by purchasing reference works on Virginia archaeology, collections management, and conservation.
- Provide access to the prehistoric ceramics and projectile points study collections as well as the historic ceramics type collection.
- Continue dialogue with interested parties concerning Virginia's management of underwater resources.
- Maintain exhibits based on DHR collections on the Pamplin Pipe factory and Pamunkey Indian Pottery.
- Advertise, provide expertise, and invite the public to planned cemetery conservation and preservation workshops in partnership with Preservation Virginia.
- Working with other DHR Divisions, DSA will continue cooperative interaction with ASV to provide meeting space and artifact processing, and learning opportunities through the study of DHR collections.

Objective 2.06 Manage Clermont Farm, the one historic property owned by the agency, in accordance with state and federal laws, regulations, guidelines, and standards.

Continue to manage and preserve Clermont, a 361-acre farm in Clarke County owned by DHR, utilizing best preservation practices and collaborating with the Clermont Trust to achieve a self-sustaining operational model.

- Interact regularly with the Trust's Executive Director and Board of Directors to attain a shared vision for Clermont's long term use and preservation.
- Seek to strengthen the collaborative relationship between the Trust and DHR.
- Oversee the conditions of the management agreement and monitor the Trust's implementation of its 5 year plan.
- Review and provide guidance for all work conducted on historic fabric in accordance with the agreement and Secretary of Interior Standards (DPI).
- Provide technical assistance and guidance to the Clermont Trust Preservation Committee on best practices (NRPO/DPP).
- Based on the phased methodology completed last year, DHR will provide archaeological guidance and assistance in developing an Archaeological Management Plan for Clermont Farm. (DPI/DSA/CSD).
- In coordination between the Division of State Archaeology and NRPO, provide archaeological guidance and assistance to Clermont Farm including *Advanced Metal Detecting for the Archaeologist* training program.
- The Division of State Archaeology will collaborate with Clermont Farm staff to advance plans to interpret and exhibit Woolf's Run Mill.
- In coordination between DRC, NRPO and the DSA, participate in the Clermont Archaeological Advisory Committee and provide technical assistance to the Clermont Trust as it implements its phased archaeology assessment plan.

Goal #3:

Get the word out about the value of historic resources in educational and economic success and the tools available to put resources to work

Strategies for Objective 3.01

Objective 3.01 To increase knowledge of Virginia's historic assets and how to use them for greater economic, educational, tourism, and civic benefits.

Overall success toward objective 3.01 will be assessed through the following measures:

- **Number of participants reached by DHR training and environmental education programs (Target: ≥16,500)**
- **Number of people visiting exhibits sponsored, cosponsored, or substantially assisted by DHR staff and archaeological collections (Target: ≥100,000)**
- **Numbers of Historical Highway Markers placed on Virginia's highways (Target: +30)**
- **Percentage of new or replacement Historical Highway Markers that reflect Virginia's rich diversity (Target: ≥25%)**
- **Percentage of participants reached by educational programs with themes emphasizing the rich variety of peoples and cultures in VA history (Target: 35%)**

2013-2014 Strategies for Objective 3.01

Conduct or cosponsor educational and training activities reaching a targeted 500,000 public officials, developers, property owners, teachers, students, citizens, preservation organizations and historical societies, etc. to foster a greater understanding and appreciation of historic resources as well as about statutory requirements for historic resources and/or available conservation tools to support community goals.

In addition to education and training strategies included in preceding sections, DHR will pursue the following specific strategies:

The DSA will:

- Disseminate results of test excavations at Pitts Neck Plantation and Eastville Courthouse Green excavations by making public presentations at annual ASV meeting and at Northampton County Historical Society.
- Act as Program Chair for 2013 annual meeting of Archaeological Society of Virginia; present papers on Virginia archaeology.
- Represent DHR and present paper at annual Middle Atlantic Archaeological Conference.
- Develop and present Introduction to Archaeology Program in Fauquier County with an emphasis on Creel property.
- Continue comprehensive internship program with VCU emphasizing education and goal-oriented research with a goal of at least 3 undergraduates per year.
- Offer week long lab workshop in Richmond for Certification Program.
- Upgrade *First People* publication.
- Participate in a session at ASV annual meeting on collections management state-wide assessing protocols and software for inventory and tracking transactions.
- Continue to distribute the final report on the archaeology and history of Jordan's Point in Prince George County.

- Provide guidance and training for the effective preservation and management of archaeological collections, cemeteries and archaeological sites statewide.
 - Provide guidance regarding maintenance, pest management and environmental controls for collection depositories.
 - In coordination with other DHR Divisions, continue the series of publically available cemetery documentation, conservation and preservation workshops focusing on survey and documentation of current state of preservation, as well as maintenance and repair of damaged gravestones and other cemetery architecture and sculpture. Implement two Cemetery Workshops in Roanoke and an area TBA.
 - Provide collections and conservation management guidance and training to a minimum of 25 organizations.
- Conduct at least one archaeological field school program through agency and private sector partnerships.
- Continue to support the Archaeological Technician Certification Program with instruction and opportunities to gain field, lab and outreach experience. Continue to provide input for the ASV/DHR/COVA Certification Program through committee membership and leadership.
- Present at least 5 presentations at professional meetings and conferences. Targeted presentations will include "Pitts Neck Plantation: The Sacred and the Profane" (Mike Barber), "Determining Collections Ownership" (Dee DeRoche), and "Werowocomoco: Powhatan's Chiefly Village" poster session (DSA) all at ASV annual meeting , Virginia Beach; "The Paleoindian Occupation in Virginia: Pushing Back Time through Archaeology" (Mike Barber) Eastern Mennonite University; MAAC paper TBA (Mike Barber); "Introduction to Archaeology" (Mike Barber) Fauquier County.
- Coordinate Archaeology Month developing theme, posters, and calendar of events.
- Update information on DHT programs and resources for VaNaturally Education Guide website
- Regularly report DHR activities to ASV and COVA.
- State Archaeologist will act as Program Chair for annual ASV.
- State Archaeologist will act as Chair for ASV Research Committee.

Division of Community Services will:

- Collaborate with Preservation Virginia Inc. in planning and presenting the 2013 Statewide Virginia Preservation Conference in October in the City of Roanoke and with initial planning for the 2014 conference.
- DHR will collaborate with Sweet Briar College and its Tusculum Institute in developing joint education and training programs and in strengthening the capacity of the Sweet Briar satellite office to serve as a DHR education and training center. Joint projects include presenting at least one continuing education workshop for realtors on historic preservation and the sixth annual Teaching With Historic Places workshop for teachers and historical societies at Sweet Briar in 2014.
- In cooperation with the Virginia Historical Society, Library of Virginia, Virginia Association of Museums, the Virginia Foundation for the Humanities and the Tusculum Institute, secure funding to develop a statewide federation or network of Virginia historical societies.
- In cooperation with the Virginia War of 1812 Bicentennial Commission and Fort Monroe Authority, and the National Park Service, secure funding to organize an international conference to be held at Fort Monroe in 2014 on the legacy of the War of 1812.
- Collaborate with the National Trust, National Park Service, Preservation Virginia and Virginia Foundation for the Humanities to secure funding to organize a statewide forum commemorating the 50th anniversary of the National Historic Preservation Act and reflecting on the history and future of the preservation movement in Virginia.

- Strengthen DHR's partnership with Roanoke College's Public History Program by working with college students and faculty to develop a campus public archaeology program.
- Maintain the archaeological outreach and heritage education partnership with Virginia Tech at its Kentland Farm by participating in the Kentland Heritage and Folklife Festival sponsored by the VT Sociology Department and the Native American Students Association and held annually in October.

DHR will work with statewide commemorative commissions:

- DHR will continue to work with the War of 1812 Bicentennial Commission to erect War of 1812 highway markers, give regular updates on agency progress in this effort, serve on its War of 1812 Symposium committee, and assist with dedication planning with the Commission taking the lead role.
- DHR will continue to work with the Virginia Civil War Sesquicentennial Commission and/or Agency Director to erect Civil War markers on topics related to the Civil War and the Commission's commemorative work.

Regional offices will represent DHR at register plaque and highway marker dedications and will strive to accept every invitation to make presentations to organizations in the region. The Register-Marker Office will support the Regional efforts and, on occasions where the event may be more significant, provide additional planning support and coordination.

- Promote use of marker data for public education efforts across the state.
- Regional office archaeologists will promote the Native American and African-American archaeological resource kits as educational resources for students and teachers

Increase official public recognition and public awareness of historic places representing Virginia's rich and diverse historic heritage.

- Register a minimum of thirteen historic properties that recognize persons or events associated with diversity themes as Virginia Historic Landmarks. Targets include: John Mitchell House, City of Richmond; Frederick Douglas Court Historic District, City of Richmond; Booker T. Washington High School, City of Staunton; Pierce Street Historic District, City of Lynchburg; Williamston-Woodland Historic District, City of Norfolk
- Reach a minimum of 15,000 citizens, teachers, and students through diversity in history educational programs. (Specific items included in the general education strategies above.)
- DHR's Historical Highway Marker program will:
 - Leverage a minimum of five diversity-themed markers from private sponsors
 - 2010 Transportation Enhancement Grant funding depleted for writing markers. Register/Highway Marker staff to focus on placing the 80 approved markers and scheduling dedication events before close of the grant in 2015.
 - Create a highway marker diversity feature on the website using TEA grant funding—and possibly a pamphlet (depending on funding).

Increase public awareness of DHR programs and activities through press releases, publications, and an active web presence in support of all goals and objectives throughout the year.

The PIO will work with senior management and staff in all divisions, the Secretary of Natural Resources and the Governor's office to:

- Develop and disseminate press releases for board meetings, highway markers and other DHR events, as well as announcements of grant awards and special projects and achievements in accordance with the activities noted elsewhere in this plan.
- Train and coordinate staff to post register nominations, board meeting information and minutes, and program updates to the website on a regular basis.
- Develop and maintain an active Face Book presence for the agency.
- Manage or assist program staff as appropriate on targeted press/outreach campaigns for special events and priority issues including in this year education about the differences between archaeology and relic hunting.

APPENDIX – KEY ACRONYMS DEFINED

DHR Divisions/Units

CSD	Community Services Division
CRPO	Capital Region Preservation Office
DPP	Deputy, Preservation Programs
DPI	Division of Preservation Incentives
DRC	Division of Review and Compliance
DSA	Division of State Archaeology
DSR	Division of Survey & Register
NRPO	Northern Region Preservation Office
SBSO	Sweet Briar College Satellite Office
TRPO	Tidewater Region Preservation Office
WRPO	Western Regional Preservation Office

Other Organizations and Agencies

ABPP	American Battlefield Protection Program (NPS)
AIA	Architectural Institute of America
APVA	Preservation Virginia: Statewide historic preservation advocacy organization
ASV	Archeological Society of Virginia
COE	US Army Corps of Engineers
COVA	Council of Virginia Archaeologists
DCR	Department of Conservation and Recreation (includes State Parks)
DEQ	Department of Environmental Quality
DGIF	Department of Game and Inland Fisheries
DGS	Department of General Services
DHCD	Department of Housing and Community Development
FCC	Federal Communication Commission
FHWA	Federal Highways Administration
FMFADA	Fort Monroe Federal Area Development Authority
HUD	Housing and Urban Development
JMU	James Madison University
NAPC	National Alliance of Preservation Commissions
NPS	National Park Service
PAPA	Piedmont Area Preservation Alliance
RU	Radford University
SAA	Society for American Archaeology
SBCTI	Sweet Briar College-Tusculum Institute
SHA	Society of Historical Archaeologists
UMW	University of Mary Washington
UR	University of Richmond
UVA	University of Virginia
VAM	Virginia Association of Museums
VCI	Virginia Council on Indians
VCU	Virginia Commonwealth University
VDOT	Virginia Department of Transportation
VFH	Virginia Foundation for the Humanities
VHS	Virginia Historical Society

VMFA	Virginia Museum of Fine Arts
VMI	Virginia Military Institute
VMNH	Virginia Museum of Natural History
VOF	Virginia Outdoors Foundation
VRUEC	Virginia Resource Use and Education Council
VT	Virginia Tech
VTC	Virginia Tourism Corporation
W&M	College of William and Mary

Other

ARB	Architectural Review Board
CDBG	Community Development Block Grant
CLG	Certified Local Government
DSS	Data Sharing System – DHR’s online historic resources inventory
GIS	Geographic Information System
MOA	Memorandum of Agreement
NAGPRA	Native American Grave Protection and Repatriation Act (federal)
NHPA	National Historic Preservation Act (federal)
NRHP (or NR)	National Register of Historic Places
PA	Programmatic Agreement
ROW	Right of Way (VDOT)
TWHP	Teaching With Historic Places
VLR	Virginia Landmarks Register